

CAMP GLEN

ARDEN

TUXEDO, NC

Since 1951



CAMPER/PARENT **HANDBOOK**

UPDATED INFORMATION
NO PACKAGE POLICY, PAGE 8 & 9
ALL FORMS ARE DUE BY May 15th
PRINTABLE FORMS ARE ONLINE

Camp Glen Arden
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OUR MISSION

To teach each camper to appreciate those things in life that have enduring value – the beauties of nature, the value of health and physical strength, the fellowship of true friends, and the essential worth of high ideals and sound character. To succeed in our purpose; we guide campers to become emotionally, physically and spiritually strong so they can meet the needs of this rapidly changing world.



History of Glen Arden

Glen Arden was founded in 1951 by Mrs. J.O. Bell, known to all as Mary Bell. It became the sister camp of Arrowhead, which was founded by J.O. Bell in 1937. Glen Arden's original summer home was at Christ School in Arden, North Carolina. In 1973 Glen Arden moved to the present location in Tuxedo.

In 1980, upon the retirement of Mary Bell, the direction of Glen Arden was passed to Casey Thurman. Casey brings a wealth of experience and knowledge of summer camping to Glen Arden. Casey is joined by Liz McIntosh who is Glen Arden's Assistant Director. Liz and Casey have a combined total of 69 years with Glen Arden and have experienced all aspects of Glen Arden.

A Note from the Directors

We wait with eager anticipation the beginning of a new camping season. We hope to give your child one of the happiest summers of her life, and we will keep you regularly informed concerning her progress and development. To this end we ask for your cooperation in camp regulations. Please know that your child will always be a very important, loved and respected member of the Glen Arden family. -Casey and Liz

Our Counselors

The young women who are chosen to join the Glen Arden family as staff members are individuals who are committed, first and foremost, to the development of children. They have a strong sense of purpose, exemplify moral character, have a warm and happy outlook, and have an awareness of the impact they will have on impressionable children. Glen Arden counselors are chosen on the basis of character, personality, training and proven ability to work with young people. We look for young women who are able to interpret the beauty of nature, sportsmanship, friendship, art, music and religion in such a way as to inspire the best in the life of each camper.

CAMP FEES

- \$550 due at registration
- \$550 due February 1st
- Final balance due May 1st

Glen Arden accepts cash, checks and credit cards (American Express, MasterCard and VISA). Please make all of your checks payable to Camp Glen Arden. **All camp fees are due by May 1st.**

Our staff will be in orientation before and after camp sessions, therefore, we are not equipped to accommodate campers arriving early or leaving late. If this is absolutely necessary, please call the Camp Office to make arrangements well in advance. There will be a \$100 charge for each extra day the camper is in our care.

Cancellation Policy

Any payments that you have made toward your daughter's camp tuition less a \$100.00 processing fee are refundable until December 31.

There is no refund for late arrival or early withdrawal except in the case of serious illness of the camper. In this even, one half of the unused portion will be refunded.

Glen Arden Canteen

The Glen Arden Canteen offers many items, including t-shirts, sweatshirts, blankets, Crazy Creeks, hair accessories, toothbrushes, toiletries such as shampoo, soap, stamps and stationery. We recommend spending money in the amount of \$25.00 per week. It is **NOT** necessary to make separate checks for our camp fees and canteen money. Please itemize the distribution of amounts as desired.

If a camper needs to spend more than the allotted amount in her canteen fund, we will contact you in order to extend the credit. You will be billed for the balance due after camp. Final bills or refund checks will be mailed after the close of the session.



ACTIVITIES AT GLEN ARDEN

On the first full day of camp, your daughter will go “activity shopping.” This will give her the opportunity to visit all activities in which she is interested, to meet the counselors teaching each activity and to learn about each activity. During that afternoon, your daughter will sign up for her favorite 6 activities.

Activities are taught each morning, and each camper has 3 activities on Monday-Wednesday-Friday morning and 3 different activities on Tuesday-Thursday-Saturday mornings. In the afternoons each camper may go to any activity, even those she is not signed up for during her regular activity rotation. This time is designed for campers to work on their “Progressions,” which are a system of 5 teaching levels specific to each activity. Some activities have age limits based on the safety of the equipment involved in those activities. These include riflery and woodcarving.

Tajar Time: During this shorter camp session, we offer a more limited selection of activities.

Horseback Riding: Campers who wish to take riding while at Glen Arden will be evaluated during their first day at camp. This allows the riding staff to evaluate the riding ability of each camper. The riding staff will place each camper in a class based on her ability. Campers are required to wear riding helmets, long pants and hard-soled shoes with heels for their riding class.

Swimming: At the beginning of camp, each camper is required to take and pass the Glen Arden Swim assessment. This assessment allows the waterfront staff to evaluate the swimming ability of each camper and consists of treading water, floating and swimming. Campers who do not pass the assessment will be assigned to a swimming class. Each camper must take her swim assessment each year. Free swim is offered each day either in the lake or the pool.

TRAVEL INFORMATION

Arrival and Departure Dates

June Session	Sunday, June 6 - Friday, June 25
Tajar Time Camp I	Sunday, June 6 – Friday, June 18
July Session	Sunday, June 27 – Friday, July 23
Tajar Time Camp II	Sunday, June 27 – Friday, July 9

By Car: Parents driving their child to camp may arrive between 10:00am and Noon on Opening Day and may bring baggage by car if desired. Make sure these bags are marked clearly with first and last names. Glen Arden invites you to look over camp during this time. Once you have seen camp, it is wise not to linger since it is easier on a camper to say good-bye quickly. On Closing Day, please plan to arrive between 10:00 am and Noon to pickup your daughter.

By Air: Children flying to camp may fly into either the Asheville, NC (AVL) or Greenville, SC (GSP) airports. We request that camper's flights arrive before 3:00pm on Opening Day in order for them to be settled before Opening Banquet. Return flights should be scheduled for departure prior to 3:00pm on Closing Day. All children who fly should have a round-trip ticket since seats may not be available at the end of the season. We will keep your child's return ticket in the camp safe until the camper's departure on Closing Day.

Glen Arden counselors will meet your daughter at either the Asheville or Greenville airport on Opening Day. Parents must fill out the paperwork and pay for the unaccompanied minor fee both for arrival and departure from camp when the flight reservations are made.

When packing your daughter's carry-on bag please include the following articles: navy shorts and navy collared shirt; plaid tie (given to new campers at Opening Banquet); swim suit; one set of underwear, socks and pajamas and toiletries.

Complete and return the enclosed Travel Form to the camp office by **May 15th**. When you complete this form, please state exactly which mode of transportation will be used for your child's arrival and departure. If you do not have a travel form, please check our website for a printable copy.

PACKING FOR CAMP

We suggest a standard sized footlocker for clothing and a duffel bag for shoes and bulky items. Our camp beds have an 18 inch clearance, and your daughter's trunk needs to fit under her bed. Please limit the baggage to 2 pieces.

If your daughter is flying to and from camp, she may check her baggage through on her airline ticket. If you must ship your daughter's baggage, our street address is Camp Glen Arden, 1261 Cabin Creek Road, Tuxedo, NC 28784. Send baggage 1 week prior to the opening day of camp. We are happy to ship your daughter's baggage home via UPS at the end of camp. We will need your credit card number in order to do this. Please indicate on the enclosed travel form which pieces of baggage you would like shipped home and if you want your trunk shipped home in a box. The cost of return boxing is an additional \$12.00 fee.

All baggage must be clearly marked with the enclosed baggage tags and stickers to help avoid lost bags. The camp stickers are essential for identification at the Asheville and Greenville Airports.

If your daughter wishes to lock her trunk, please send an extra trunk key in an envelope with the camper's name to be kept in the Camp Safe.

Camp Uniforms

Campers dress in navy uniforms for dinner and wear white uniforms on Sundays. Collared polo shirts with navy and white shorts or long pants are fine. Anything denim, such as blue jeans, is not considered a uniform. Four navy shirts and shorts with two white shirts and shorts will be needed. Plaid ties, to be worn with Blues and Whites, will be given to new campers at the Opening Banquet on the first night of the session.

Labeling Articles

Use a “Sharpie” or some type of **permanent** marker and write your daughter’s **last name** and **first initial** on **everything**. **(Do not use just initials!)** You may order name tapes or stamps if you prefer for clothing (an order form is included in this package). Write name on disposable cameras, (open the packages and write on each camera).

Articles Camper WILL Need

8 shirts	2 pairs old tennis shoes
8 shorts	1 pair flip flops or shower shoes
2 pair white shorts	1 pair Teva-type water shoes
2 collared white shirts	1 pair hiking boots
4 pair navy shorts	1 pair riding boots (if riding)
4 collared navy shirts	Glen Arden plaid tie
4 pairs blue jeans/pants	(given to new campers)
2 swimsuits (one-piece only)	Toilet articles (including cup,
10 pairs underpants	soap dish & shower bucket)
12 pairs socks	1 water bottle
3 pairs pajamas	1 flashlight/headlamp
1 bathrobe	Hair scrunchies/rubberbands
1 lightweight sweater/sweatshirt	Books (camp appropriate)
1 heavy sweater/sweatshirt	Stationery, pre-addressed stamped
1 rain poncho with hood	envelopes (in Zip- locs to protect
2 laundry bags	from dampness)
1 pillow and pillowcase	

Optional Items

Notes & stickers	1 pool towel
Camera	1 tennis racket
1 Crazy Creek type chair	plain t-shirt for Tie-Dye
1 sleeping bag	1 pair rain boots

What NOT to Pack

Food items (including gum, candy, cough drops) must not be brought or sent to camp. Having food in the cabins draws unwelcome wildlife. Any food sent will be confiscated and not returned. To avoid frustration, please advise family members and friends of this policy.

Do not send radios, MP3 players, CD players, Cell phones, Ipods, iPhones, Blackberrys or electronic games of any sort. THESE ITEMS ARE NOT ALLOWED. If any of these things are brought to camp, they will be confiscated on Opening Day and locked in the Camp Safe until Closing Day of camp.

Campers should not have money in their possession while at camp, as there is nothing to spend it on at camp, and it is easily lost. The camp cannot be responsible for such a loss. **All cash should be turned over to the office where it will be kept in the safe until Closing Day.**

Laundry

Laundry is sorted and washed on a weekly basis at Glen Arden and the cost of laundry service is included in your daughter's tuition. Thus, the quantities on the packing list are based on what a camper will need for one week. Please make sure that each item of your daughter's clothing is labeled with her full name or last name and first initial. We suggest that you pack your daughter's trunk with old "play clothes," rather than purchasing anything new.

Linens

Glen Arden provides sheets, towels and blankets throughout the camp stay. Campers are welcome to bring their own blankets and pool towel but must use Glen Arden's bath towels and sheets. Campers should also bring their own pillows and pillow cases.

Special Equipment

Each camper will go on at least one overnight camping trip, so if your child has a sleeping bag and/or backpack, please send it. There are some bags and packs available for rental. The rental fee is \$3.00 per night for each item and is deducted from the camper's Canteen account.

Each camper taking riding is required to wear lace-up, hard-soled shoes with a heel, or paddock boots as well as a Pony Club approved riding helmet. We have a limited supply of helmets, which may be rented for \$10.00.

Glen Arden has many tennis rackets; however, if your daughter has her own tennis racket, she is encouraged to bring it to camp. If your daughter plans to take Performing Arts, please have her bring her instrument and music.

A NOTE FROM THE NURSE

Glen Arden has a full-time Nurse Practitioner who lives in the infirmary, providing 24-hour-a-day care. Pardee Hospital in Hendersonville is seven miles from camp and we have several doctors on call in Hendersonville and Greenville, SC.

A copy of your insurance card (front and back) is required in case we need to seek medical care for your child.

Glen Arden supplies over-the-counter medications, so it is not necessary to send items such as Aspirin, Tylenol or Isopropyl Alcohol to camp. These items will not be returned if sent.

Any medication sent with the camper should be accompanied by explicit instructions (either on the bottle or written by the camper's doctor) to insure proper dosage and administration. Medication will be given to your child by the nurse as prescribed.

Campers who wear glasses or contacts should bring an extra pair to camp, along with their prescriptions.

Health Forms

A new health form must be completed and signed each year of camp. If your child is exposed to any communicable disease or a lice outbreak in the three weeks prior to Opening Day, the Camp Director must be notified immediately in order to protect the health of other campers. Check with your doctor about recent preventative inoculations such as tetanus, polio, measles, mumps and typhoid.

Glen Arden health forms must be returned to the office by **May 15th**. Completion of both sides of the health form is required. The Camp Nurse reviews all forms prior to camp. Failure to submit a health form by May 15th jeopardizes the quality of health care that the Camp Nurse can provide. Any special instructions or information regarding health matters must be listed on the health form for the camper's file.

There are times a camper comes with personal circumstances requiring more than we are capable of addressing. These are such things as eating disorders and psychological conditions. In these cases it is difficult for the camper to have a positive camp experience. It affects the camper as well as the camp community. Should a camper exhibit such behaviors we will immediately call you. If we are unable to handle the situation we will ask your permission to call a professional counselor to determine whether it is in her best interest to be at camp. If there is a prior history of these kinds of needs or concerns in a particular situation, please call Casey in the Camp Office.

It is imperative that you have read and signed the authorization at the bottom of the front page of the health form.

HELPFUL INFORMATION

Cabin Placement

One of the best things about your daughter's experience at Glen Arden is the opportunity for her to meet new friends from all over the world. Thus, Glen Arden encourages campers to come to camp without concern for friends from home. Glen Arden will honor a **double request** from the parents of two campers from the same hometown to be in the same cabin, if their age and grade level allow. Extra consideration is given to requests from campers with friends or family members from different areas. All cabin requests must be either written on the camper's application or submitted in writing **no later than 3 weeks prior** to the beginning of the session. Cabin placement decisions are made by the Director and Assistant Director and all decisions are final.

Communicating With Your Camper

Campers are not allowed to receive or make phone calls during their time at camp. Glen Arden has administrative staff by the phone 24 hours a day during the camp sessions. We assure you that we will call if there are any pertinent details that concern your child. Handwritten letters from home and extended family are a highly anticipated time of each day. They are delivered during rest hour.

Write often and do write before camp starts so your camper will have a letter the first day. Allow several days (3-5 days) for mail to come and go due to high camp volume in/out of Tuxedo in the summer. These letters will become prized possessions in your camper's summer experience and for years to come.

All mail should be addressed with the full name and cabin number of the camper at Camp Glen Arden, P. O. Box 7, Tuxedo, NC 28784. Note: If you send a letter before camp begins, we will add the cabin # for you as no one knows their cabin numbers until they arrive. You may expect to receive mail at least twice a week from your daughter, as well as once a week from her counselor. Letters are flat standard size envelopes only. If you would like to send your daughter a fax, please note that there will be a \$1.00 charge per page. ***Campers do not receive or send emails.***

Visitation Policy

We allow families to visit camp on Opening and Closing days ONLY. In this way, all campers will feel equally treated.

PACKAGES FROM HOME

In order to provide the best camp experience for all campers we would like to remind you of Glen Arden's **package free** environment.

Campers may not receive packages at camp. Nor can they receive food, candy or gum. Please share this information with grandparents and extended family.

If your camper has a birthday during camp she may receive one package on her birthday. Please make sure your camper's name and the word "birthday" are clearly marked on the package. Please be mindful of the no food policy. Again, camp birthdays are a big event and we will happily give them their present. If your camper left a necessary item at home you may mail it addressed to:

Liz McIntosh
Attn: (Camper's Name)
Camp Glen Arden
P. O. Box 7
1261 Cabin Creek Road
Tuxedo, NC 28784

All packages not addressed to Liz McIntosh and those containing unnecessary items will be returned. We will make sure all necessary items are delivered to your camper. As always, candy and other food items are not allowed. The return postage will be charged to the camper's canteen account.

All large envelopes, padded envelopes and regular envelopes containing "stuff" (other than a letter) are considered packages and will be returned!

Necessary examples: eyeglasses, contacts (with prescriptions), a retainer

Not necessary examples: magazines of any kind, note cards, stickers, jewelry, and gifts are not necessary and will be returned.

HOMESICKNESS – TIPS FOR LONG DISTANCE PARENTING

Homesickness, like culture shock, is a normal, predictable response to an important change – a transition from family as primary group to a cabin as a primary group.

Separation from one's family and friends, loss of daily contact with familiar surroundings, and the normal resultant sense of change are aspects of relationships that each of us experiences, learns how to handle, and integrates as part of becoming and being adults. Seen in this light, homesickness is a necessary and growth-producing process, a critical adjustment with a built-in sense of opportunity. It is a dynamic process of adjustment rather than a static problem.

Some campers may exhibit fever, stomach ache, headache, or loss of appetite, yet the core issue is one of adjustment to a new environment.

Most cases of homesickness are dealt with directly by the counselor. Such approaches as "special time" with the counselor, pairing up the child with another camper, or getting really busy with activities are successful.

We feel that parents know their child best, and we welcome extra information and advice about your child. Should a certain child have great difficulty dealing with homesickness that the camper and counselor are not able to get through; one of the Directors will contact the parents by phone for additional information about the child.

We have found the following guidelines helpful to our parents;

A. The child needs to have some say in the decision to attend camp. If she feels that she was forced, she may have some feelings of abandonment, which are generally much more difficult to help children through than just homesickness.

B. Please keep us informed of any recent changes or upheavals in your family. Divorce, death, serious illness, a recent move, or intense competition in a sport or school area may be unsettling for the child and cause additional stress. We find that camp is a very healthy place for dealing with stress because of the supportive environment.

C. Write letters that are newsy and understanding and that express delight in the things your camper is doing at camp. Lonesome letters about how much the dog misses the child or how the house just isn't the same without her usually contribute to the homesickness. Include in your letters wishes for fun, good times, and support for the camper adjusting to the new experience. We also suggest that you mail a letter to your daughter at camp a few days before she arrives so that she will have mail on her first day.

D. Pack in her trunk a few familiar things (preferably small), such as pictures of the family, favorite stamps, stickers, books, a teddy bear, etc. Do not send your child to camp with an all-new wardrobe. The memories your daughter has in an old sweatshirt can help her face and overcome her fears about camp.

E. Be prepared just in case you receive some forlorn and lonely letters about how your child misses you and how terrible things are. This response is normal and shows that the child is working through the process of adjustment by expressing her feelings. If these letters persist, please contact the directors. Remember the time lag with the mail; sometimes it may be a week or two before the camper feels well-enough adjusted to let you know about the fun at camp. Most of the time the camper has already recovered from such low feelings by the time you receive her letter.

F. DO NOT under any circumstances make deals with your camper concerning her length of stay at camp. Once the camper is enrolled, she is to be here for the duration of the term. A deal such as "if you don't like camp, you can come home after two weeks" is terribly detrimental. The camper has an attitude of giving up during the time that she has to be settling into the routine of camp life, therefore missing the opportunity for growth and maturity.

If you will follow these suggestions and if you will trust us to provide guidance and care for your daughter, then we know being away from home for a period of time will be a process of cultivating independence, confidence and new friendships for your camper. Meeting a new experience head-on and in a healthy way is one of the greatest steps toward adulthood and responsibility.

"Camp is a place in which to hear the inaudible and see the invisible"